



Olive View-UCLA Medical Center
Vacancy Announcement
Supervising Staff Nurse I
Patient Escort Unit

Olive View-UCLA Medical Center is seeking a highly motivated Supervising Staff Nurse I to supervise nursing activities, patient care and perform professional nursing duties in the Patient Escort Unit. The Patient Escorts are responsible for quickly and safely bringing the patient to and from exams and studies in other departments within the hospital. This will be a nurse driven service with emphasis on patient safety, patient satisfaction and customer service.

Reports directly to the Assistant Nursing Director, Administration

PRIMARY JOB DUTIES (but not limited to):

- Develops schedules and daily assignments of the Patient Escort team
- Supervises and coordinates patient escort activities for Department of Nursing
- Develops and coordinates the training activities of the Patient Escort team
- Interprets, communicates, and enforces hospital and nursing policies, and standards of practice
- Manages and evaluates the performance of staff under his /her supervision
- Conducts Performance Improvement activities in area of supervision
- Investigates and responds to customer service complaints
- Resolves patient escort/transport operational issues and develops corrective actions
- Acts as a resource related to Patient Escort/Transport

MINIMUM QUALIFICATIONS

- A license to practice as a Registered Nurse issued by the California Board of Registered Nursing
- Must be current and reachable on the Supervising Staff Nurse I certification list, or currently hold the item of Supervising Staff Nurse I
- Minimum 3 years experience as a registered nurse
- Ability to manage multiple assignments simultaneously
- Excellent communication, leadership and customer service skills

Interested applicants, please submit a cover letter with a resume, and two years performance evaluations and time records to:

Susanna Mortimer, RN
The Nurse Recruitment and Retention Center- Room 2C206
14445 Olive View Drive
Sylmar, CA 91342
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WILL REMAIN OPEN UNTIL THE NEEDS OF THE SERVICE ARE MET
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This is not an official examination bulletin